

TO SIGN UP FOR WEEKLY EMAILED PROGRESS REPORTS

- 1) Go to Parent Portal (visit www.okaloosaschools.com). Log in using your child's student number. The password is the last four digits of the student number.
- 2) Click on "Setup Email(s)" in the notification box.

Parent Portal

https://dashboard.okaloosaschools.com/parentportal/DP400.pgm?SMURFID=41852413474820150828196863852336&brand=491303206

Okaloosa County School District

Welcome Parent/Guardian (Log Off)

Student Information

Birthdate: 11/07 Gender: M
Race/Ethnicity: W
School: LEWIS SCHOOL
Grade: 04 Date: 08/17/2015
Homeroom: 0401 - CARNAHAN M

Semester 1 Schedule

Class	Period(s)	Teacher	1st	2nd	Exam	Sem 1	Final
MUSIC-INTERM 2	01-01	BOWNE K			N/A	N/A	N/A
PHYSICAL EDUCAT	01-01	BURKE T			N/A	N/A	N/A
LANG ARTS GRADE	02-05	CARNAHAN M			N/A	N/A	N/A
SCIENCE GRADE F	06-06	CARNAHAN M			N/A	N/A	N/A
MATH GRADE FOUR	08-10	CARNAHAN M			N/A	N/A	N/A
SOC STUDIES 4	11-11	BIVENS S	100 / A		N/A	N/A	N/A

Semester 2 Schedule

The schedules for this semester are not available at this time.

Upcoming Assignments

Class	Assignment	Due Date
There are no upcoming assignments at this time.		

Recent Attendance

Date	HR	01	02	03	04	05	06	07	08	09
There are no recent absences/tardies at this time.										

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- 3) Click on "Add New Email"

Parent Portal - Set Up Email(s)

https://dashboard.okaloosaschools.com/parentportal/PP001.pgm?task=dspebms&SMURFID=41852413474820150828196863852336&brand=5525466

Okaloosa County School District

120 Lowery Place, S.E.
Fort Walton Beach, FL 32548-5595
Ph. 850.833.3100 | Fx 850.833.3436

Welcome Parent/Guardian (Log Off)

Update any SPAM filters you may have to allow OCSDParentPortal@mail.okaloosa.k12.fl.us

Set Up Email(s) (Add New Email)

Email	HTML?	Newsletter?	Confirmed?

Add New Email Back

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address to be a public record, you may request that your e-mail address not be included in this system's public records. Please note that this information is not subject to public records requirements. In the event your response contains information that may be considered sensitive or confidential pursuant to Federal or State law, please do not send that information via e-mail. You may contact this entity by phone or in person to make alternative arrangements.

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4) After you have confirmed your email, click on “Update Grade Notifications”

The screenshot shows a web browser window with the URL <https://dashboard.okaloosaschools.com/parentportal/PP001.pgn?task=dspemis&SMURFID=41852413474820150828196863852336&rand=9482791>. The page header includes the Okaloosa County School District logo and contact information: 120 Lowery Place, S.E., Fort Walton Beach, FL 32548-6595, Ph. 850.833.3100 | Fx 850.833.3436. A 'Welcome Parent/Guardian (Log Off)' message is displayed. Below this, a note says 'Update any SPAM filters you may have to allow OCSDParentPortal@mail.okaloosa.k12.fl.us'. A table titled 'Set Up Email(s) (Add New Email)' shows one email entry: driverj@mail.okaloosa.k12.fl.us, with checkboxes for HTML? and Newsletter? both checked, and a 'Confirmed?' column with 'Yes'. At the bottom, there are buttons for 'Add New Email', 'Update Grade Notifications', and 'Back'. A green arrow points to the 'Update Grade Notifications' button. Below the buttons is a disclaimer: 'Under Florida law, e-mail addresses are public records. If you do not want your e-mail address to be subject to public records request, do not send electronic mail to this entity. Instead, contact this entity by phone or in writing. E-mail records are public records under Florida Law and in general are not exempt from public records requirements. In the event your response contains information that may be considered sensitive or confidential pursuant to Federal or State law, please do not send that information via e-mail, please use an alternative arrangement.' A Norton Security logo is also visible.

5) Choose the times and types of notifications you want from this screen. To get the weekly progress report emailed to you, check the box next to “Weekly Progress Report”

The screenshot shows a web browser window with the URL <https://dashboard.okaloosaschools.com/parentportal/PP002.pgn?SmurfId=41852413474820150828196863852336&vrkemi=driverj@mail.okaloosa.k12.fl.us>. The page header is identical to the previous screenshot. Below the header, it says 'Emails begin going out daily at 6:00 PM.' A form titled 'Email Notifications' is shown. The 'Email Address' field is set to driverj@mail.okaloosa.k12.fl.us. The 'Day of the Week' is set to 'ALL'. A list of notification types is shown, each with a checked checkbox and a help icon: 'New Assignments', 'Missing Assignments', 'Assignment Grades At or Below' (with a dropdown set to 'B'), 'Nine Week Grade At or Below' (with a dropdown set to 'B'), 'Semester Grade At or Below' (with a dropdown set to 'B'), and 'Final Grade At or Below' (with a dropdown set to 'B'). Below this list, the 'Day of the Week' is set to 'SUN', and the 'Weekly Progress Report' checkbox is checked. Below that, the 'Day of the Week' is set to 'ALL', and the 'Unexcused Absences' checkbox is checked. At the bottom, there are buttons for 'Update', 'Cancel', and 'Back'. A green arrow points to the 'Weekly Progress Report' checkbox.